

## **Training programs related to Executive Secretaries and Executive Administrative Assistants**

### **Alaska Career College**

Business Administration and Computer Technology, AAS  
Business Office Technology Specialist, Certificate

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### **Alaska Job Corps**

Office Administration

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### **Alaska Technical Center**

Administrative Assistant

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### **Alaska's Institute of Technology (AVTEC)**

Business & Office Technology, Certificate

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### **Amundsen Education Center**

Administrative Assistant

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### **Ilisagvik College**

Office Administration, AAS  
Office Administration I, Certificate  
Office Administration II, Certificate

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### **North Star Computing**

Secretarial, Computer & Office Skills

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### **University of Alaska Anchorage**

Office Management & Technology, AAS

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### **University of Alaska Anchorage, Kenai**

Office Management & Technology, AAS

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### **University of Alaska Anchorage, Mat-Su**

General Clerical, CT1  
Office Management & Technology, AAS  
Word/Info Processing, CT1

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### **University of Alaska Fairbanks, CTC**

Administrative Assistant, OEC

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### **Vocational Training and Resource Center**

Administrative Assistant

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